



# Be Cool not cold

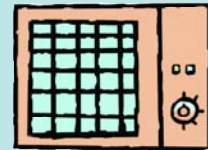
## HELPING YOUR ENVIRONMENT



### Setting your room

#### Question 1

Do you have air cooling in your room?



#### Question 2

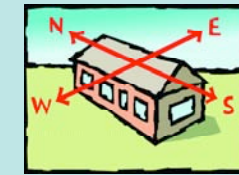
What temperature is it set at?



### Preparing your room

#### Question 1

Which way do your windows face?

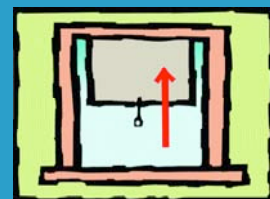


#### Question 2

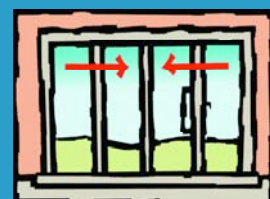
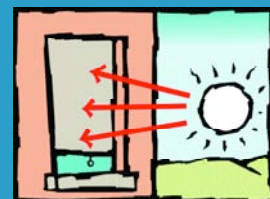
Do you have turbo vents and if so are they set to summer and opened?



### Starting the day...



Open the blinds (except for those the sun is hitting ie east facing windows).

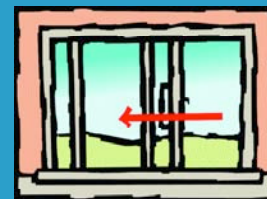


Open the windows.

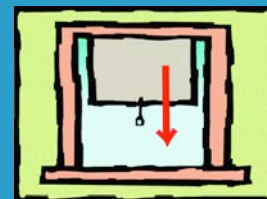


### At lunchtime...

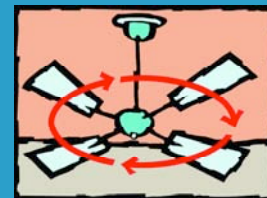
If it is a very warm day, is there a cooling breeze? If not...



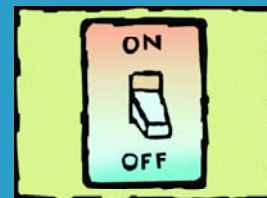
Partially close the windows on the breeze side.



Partially close the blinds (especially those windows facing west).



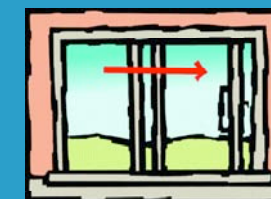
Turn on the ceiling fans.



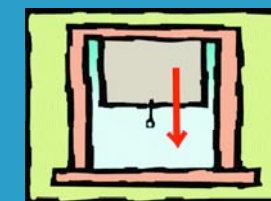
Turn off the lights.



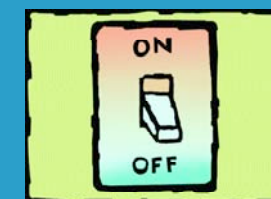
### At the end of the day...



Close the windows.



Close the blinds.



Turn off the lights and ceiling fans.